



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Pay and Benefits Specialist

<b>Job ID</b>	<b>20-968-06-082-8002</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=20-968-06-082-8002">https://careers.indigenous.link/viewjob?jobname=20-968-06-082-8002</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2020-11-05	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2021-07-07  
Reference Number 20-968-06-082  
Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario

Salary Range \$65,460 - \$79,640  
\$57,960 - \$70,500 1  
Status Indeterminate (permanent)  
Term - 1 year  
Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

- Coordinate and administer pay and benefits services by counselling, documenting and advising employees and by applying policies and guidelines.
- Research and analyze case-specific data and information by establishing the requirements of legislation/regulation, pension and insurance plans, policies, procedures, programs, directives, collective agreements and other governing authorities and prepare summaries.
- Coordinate the continuation of employee benefits and deductions by communicating orally or in writing with the other departments.
- Research and assess Treasury Board (TB) and Public Works and Government Services Canada (PWGSC) policies and regulations by ensuring their application to CSIS where required.
- Analyze and exchange case-specific information and data with associates and representatives of federal and external organization, such as insurance and financial organizations, and with clients' representatives to facilitate and resolve specific issues and questions.
- Provide counselling and guidance to employees of all levels, their families and their representatives on different options available in various situations (resignations, lay-offs, life insurance plans, disability insurance, divorce/separation and garnishment).
- Organize and control a workload by meeting deadlines in an efficient manner, setting priorities, conducting peer verification and ensure accuracy of data.
- Initiate transactions such as leaves, pay adjustments, appointments, transfer actions, pension and insurance plans by obtaining data from a variety of sources and determine/calculate entitlements, options, and obligations by preparing and issuing/submitting data, information and responses.
- Participate on projects by providing input such as system improvement initiatives, development, testing and implementation of our internal human resources systems.

### Education

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service.

- College diploma from a two (2) year program and two (2) years of experience performing the full scope of the position as a fully trained Pay Specialist using the Phoenix Pay System.
- High school diploma and five (5) years of experience administering pay and benefits to employees of the federal public service including 4 years of experience performing the full scope of the position as a fully trained Pay Specialist using the Phoenix Pay System.

### Experience

Candidate must also possess:

- Recent experience in client service as a resource person
- Recent experience in research and application of related policies and standards

Recent experience is defined as within the last five years Note: Applicants who do not meet the required years of experience may be considered for an underfill opportunity which will provide the successful applicant with a professional development plan. Underfills are appointed at a lower level until they have reached the objectives outlined in the development plan. Once the employee meets the required objectives, they will be promoted to the full

working level of the position. The duration of the professional development may take up to two (2) years to complete. The underfil salary scale is \$54,340 to \$66,090.

#### Competencies

- Adaptability/Flexibility
- Analytical skills
- Client Service
- Problem Solving
- Rigour

#### Conditions of Employment

Not Applicable

#### Notes

- 1 Successful candidates may be eligible for a terminable allowance on top of the salary, where applicable.
- A written exam will be administered as an assessment tool to evaluate the applicant's knowledge.
- The Pay and Benefits Group of CSIS will not be transferred to Miramichi, New Brunswick. It is part of the Phoenix Direct Entry Organizations.

#### Reference Links

#### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

#### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Pay and Benefits Specialist